



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Coordinator, Primary and Preventive Health Services [Classified Competitive]</b>			Salary <b>\$29 \$74,251.79 - \$105,891.38</b>
Posting Number <b>110-15</b>	Position Number <b>950444</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 7/29/15 To: 8/12/15</b>
Location: <b>Community Health and Wellness Unit, Family Health Services 50 East State Street 6<sup>th</sup> Floor , Trenton NJ 08625-0364</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Administer a national and state Cancer Education and Early Detection Program. Major duties will include: serving as the primary liaison to the Executive Director of Women's Health to plan, direct and supervise all phases of the day-to-day management and administrative operations of the New Jersey Cancer Education and Early Detection Program defining goals and priorities. Monitors the complete grant cycle process, from the preparation of Requests for Applications (RFAs) through grantee training; oversees the development and implementation of grant awards, manage complex state and federal funding streams, provide professional leadership and guidance to staff in addressing a broad range of critical policy, program and management issues related to the assigned program area. Develop a variety of work products that will evaluate accomplishments of cancer and chronic disease programs. Advise and recommend policy and environmental changes for the development and evaluation of the program activities. Develop information, justification, data and background materials including projections of funding needs and updates on actual program performance. Provide methodology that quantifies or demonstrates progress of resources used in support of reaching goals and objectives. Supervising and leading a staff to submit application (s) when appropriate for federal grant and foundation award opportunities. Coordinate the Clinical &amp; Community Linkage Team activities with other Chronic Disease Prevention &amp; Control Services program activities.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Five (5) years of experience in the consulting, planning, implementing, and/or monitoring of health programs and/or service systems, health care delivery systems or facilities with a health care agency or institution, one (1) year of which shall have been in a supervisory capacity.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p><b>NOTE:</b> A Master's degree in Public Health, Nutrition, Health Education, Health Administration, Medical Care Administration, Hospital Administration, Sociology, or Social Work may be substituted for one (1) year of the nonsupervisory experience.</p> <p><b>LICENSE:</b> Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>FILING INSTRUCTIONS</b>			
Forward your cover letter, resume and application for employment** to:  <b>Andrea Mahon, Executive Assistant 2 Family Health Services Reference Posting #110-15 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364</b>		You can reply to this posting by emailing your cover letter, resume and application for employment to:  <b>PSTFHS@doh.state.nj.us</b>  * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a>	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**